

# Project Overview

## Project Management Tools Working Group Update 1/26/07

<b>Meetings Conducted:</b>	8/7/06,8/21/06, 8/28/06,9/18/06,12/12/06 (DOT SAP demo), 1/12/07 (Microsoft web demo) 1/26/07 Initial Mtg. w/IBM		
<b>Team Members</b>	Community Colleges – John Gary Crime Control – Greg Jones EPMO – Gaye Mays	ITS – Nick Barnet DOR – Barbara Bostian DOR – Janet Flanders ITS – Glenn Poplawski ISC – Chuck Schutte	DHHS – Charles Fraley DHHS – Deanna Perry
<b>Documents Completed:</b>	Initial Requirements		
<b>Potential Agency Subscribers:</b>	DOR, ITS, Community Colleges, Crime Control, OSC, DHHS		
<b>Next Steps:</b>	Schedule demo of IBM product Develop detailed vendor comparison matrix		

### Objective & High Level Requirements

1	<p><b>Objective:</b> Identify agency requirements and purchase a project management tool that will support all project life cycle tasks. Tasks include project planning, resource allocation and tracking, cost and schedule management, project reporting and communication.</p>
2	<p><b>High Level Requirements:</b></p> <ul style="list-style-type: none"> <li>• Need ability to share project information across agency</li> <li>• Need to accurately track resource time</li> <li>• Need to accurately evaluate available resources/resource planning &amp; mgmt.</li> <li>• Must interface with current PPM tool/no redundant work</li> <li>• Ability to track project schedule</li> <li>• Ability to track project risks &amp; issues</li> <li>• Reporting function (detailed and high level, graphics)</li> <li>• Security considerations</li> <li>• Knowledge capture/ability to achieve project data and retrieve for future reference</li> <li>• Ability to manage project priorities</li> <li>• Indexing &amp; search capabilities</li> </ul>
3	<p><b>Other considerations:</b></p> <ul style="list-style-type: none"> <li>• Cost</li> <li>• Leverage existing agreements</li> <li>• Training required</li> <li>• System administration staff required</li> <li>• Ease of use</li> </ul>

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## **Accomplishments to date**

1	Initial requirements document complete
2	12/12/06 - DOT SAP presentation
3	01/12/07 – Microsoft web demo
4	01/26/07 – Overview meeting with IBM